

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street
Lakewood, CO 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: C0-250-07-02

Date: October 4, 2006

SUBJECT: FNM - Fund Codes and Budget Object Classes for FY2007

TO: All Employees

PURPOSE: To distribute FY 2007 Fund codes and budget object classes.

EXPIRATION DATE: September 30, 2007

File Code: 250-08

Attached are two Excel files. The first (funds07.xls) is a list of the FY 2007 funds that should be used for travel and Purchase Card Management System (PCMS) charges. The second (objectclasses.xls) is the list of budget object classes that should be used for PCMS charges.

The **IMPORTANT** change from FY 2006 to FY 2007 is the fund code for "Benefits All Programs". It is now **070864T08**. Purchase cardholders whose default accounting in PCMS is 0664T08 will need to change the default accounting to 070864T08. If you have questions about how to accomplish this, contact Steve Boner, Purchasing Agent, at 720-544-2828.

Only those employees who charge their time to 64T may charge their travel to 64T. All others should use the program or programs that benefit the most from that travel. If you are uncertain as to what those programs are, consult with your supervisor, your Area Conservationist, or your State office program manager.

Any questions about programs to be used in WebTCAS should be directed to your supervisor, Area office, or State office program manager. **NOTE:** No employee should be charging any time to any carryover funds. If this happens, a corrected time sheet will have to be submitted.

When entering the fund code for travel vouchers charged to 01T, 01R, 02T, 45T, 45R, 46T, 46R, and 64T make sure you use 0708 for the fiscal year. Please be careful not to use 0708T08 in place of 070801T08. Once a voucher is released, there is no way to change the fund code through the travel system. It is each employee's responsibility to put the fund code on their travel voucher. It is the responsibility of the supervisor who signs the travel voucher and the individual who inputs the voucher to double check that the fund code coincides with the purpose of the travel. As an example, if a purpose code states, "Travel for RC&D training" and the fund code listed on the voucher is 070801T08, the supervisor should be consulted to verify the fund code (RC&D is 0711T08).

The majority of PCMS charges should be charged to 070864T08. However, if a purchase benefits mostly one program, that is the fund to which it should be charged. As an example, RC&D purchases would be charged to 0711T08. When reconciling PCMS charges, use only those budget object classes that are on

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the attached spreadsheet. If the purchase does not seem to fit any of the categories, please call Lynn Hahn, Budget Officer, at 720-544-2830 or Jami Shepherd, Budget Analyst, at 720-544-2831 or e-mail lynn.hahn@co.usda.gov or jami.shepherd@co.usda.gov for clarification. Any charges reconciled to an incorrect fund code or budget object class will need to be corrected by the cardholder.

NOTE: There are currently no technical assistance funds available for Conservation Reserve Program (CRP) or Grasslands Reserve Program (GRP). If you have questions, please contact Jeff Burwell, State Resource Conservationist, at 720-544-2811 for CRP and Tim Carney, Assistant State Conservationist-Programs, at 720-544-2805 for GRP.

Randy Randall (*for*)

ALLEN GREEN
State Conservationist

Attachments